



1-888-NJ Pool 1

New Jersey Schools Insurance Group

6000 Midlantic Drive Suite 300 North
Mount Laurel, New Jersey 08054
(609) 386-6060 • FAX (609) 386-8877
www.njsig.org

NEW JERSEY SCHOOLS INSURANCE GROUP (NJSIG) REQUEST FOR PROPOSALS FOR CLAIMS MANAGEMENT SOFTWARE SYSTEM

The New Jersey Schools Insurance Group (“NJSIG” or the “Group”) is seeking a joint proposal from software vendors interested in providing Claims Management System services. Your institution is invited to submit a proposal.

ORGANIZATIONAL BACKGROUND

NJSIG commenced operations on October 13, 1983 in accordance with N.J.S.A. 40A:10-36 entitled “An act concerning joint insurance funds for school boards,” which allows for two or more units of government to form a joint insurance fund for the purpose of group purchase/self-insurance against claims for various property and casualty type coverage. Additionally, because it is a school board joint insurance fund, the Fund has also been established in accordance with N.J.S.A. 18A:18B-1 et seq. The Group provides local school boards with economical means of obtaining insurance coverage for workers’ compensation, general liability, automobile liability, property, error and omissions, crime and auto physical damage coverages. The Group is currently comprised of approximately four hundred (400) school board member districts.

The Group is governed by the NJSIG Board of Trustees which is comprised of Superintendents, Business Administrators and School Board members from various Group member districts. The Group is managed by an Executive Director, a Chief Legal Counsel, a Comptroller and Managers of Information Technology, Claims, Underwriting and Client Relations, Loss Control and Human Resource departments.

The Information Technology Manager will review the Claims Management Software proposals and make the final decision on any service provider(s).

RFP OBJECTIVE

The Group’s leadership seeks the procurement of a Claims Management System by soliciting proposals. This RFP seeks to meet these needs by giving the software companies the opportunity to submit proposals for their Claims Management Systems and services.

SOFTWARE OBJECTIVES

NJSIG’s objective is to find a software company that offers a Claims Management System that is stable, scalable, innovative and that provides NJSIG with the tools needed to manage the day to day claim handling for our members. The proposed software must offer superior claims reporting capabilities.



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NOTICES, RESPONSES AND AWARD

Submit (a) one original paper copy, clearly marked as the “ORIGINAL” plus an electronic copy on CD or disk. The proposal must be addressed to:

Jeffrey Cook, Information Systems Manager
New Jersey Schools Insurance Group
6000 Midlantic Drive
Suite 300 North
Mount Laurel, NJ 08054

Faxed or E-Mailed proposals will NOT be accepted.

Questions regarding the RFP may be emailed to Jeffrey Cook at jcook@njsig.org. Questions must be forwarded via email only and will be accepted until 12:00 a.m., August 15, 2016. Any questions received after August 15, 2016, will not be accepted. All questions will be answered and posted on the RFP questions and answers section of the NJSIG website no later than August 22, 2016.

Responses to the RFP must be received by September 1, 2016 at the address above. No responses will be accepted after 12:00 a.m., September 1, 2016 and there will be no extensions granted.

The Group reserves the right to reject ANY AND all proposals and to further negotiate on price and service issue. Contracts shall be awarded on the terms and conditions set forth herein. The Claims management software contract shall be negotiated, and each respondent shall provide a proposed form of such contract, with the understanding that the proposed form of contract may be used as a basis for a final contract with NJSIG, provided however NJSIG reserves the right to propose and use an alternate form of contract for such engagement. In all events the language and requirements contained in Exhibit B - Mandatory Contract Provisions shall apply.

Responses must include the completed questionnaire supplied.

The questionnaire form is designed for narrative responses and qualitative responses. Please adhere precisely to the forms. Failure to supply the response on the form will be cause for the proposal to be disregarded.

Responses will be summarized and reviewed by the IT Manager. As part of the decision making process, an onsite interview with team members who will be servicing this account may be required. The IT Manager will make a recommendation to the Executive Director, who will award NJSIG’s contract. The estimated decision making time frame is as follows:



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- | | |
|-------------------------------------|---|
| • Proposal receipt by NJSIG: | No later than 12:00 a.m., September 1, 2016 |
| • IT Manager Review/Recommendation: | No later than September 23, 2016 |
| • Executive Director Action | No later than October 7, 2016 |
| • Implementation of NJSIG | No later than October 21, 2016 |

ENCLOSED FILES

The NJSIG Claims Management RFP Questionnaire (see Exhibit A). This document must be completed and returned with your response; please answer all questions.

We thank you for your interest in working with NJSIG and look forward to receiving your proposal.

MANDATORY CONTENTS OF PROPOSAL

In its proposal, the firm must include the following:

- 1) Contact Information: Provide the name and address of the firm, the name, telephone number, fax number, and e-mail address of the individual responsible for the preparation of the proposal.
- 2) A fee proposals - based on a three-year contract. 2017-2019

For purposes of accurate proposal comparison, and ease of administration, NJSIG requires that fee proposals be stated on the following basis:

- Implementation Costs - Cost associated with data conversions, data migration and any other costs associated with the move from NJSIG's current software solution to the software platform that is being proposed.
- Yearly Maintenance Cost - Yearly software support costs, licensing fees for claims staff and members read only access. Include yearly max hours of support, if applicable.

The NJSIG invites vendors to assess the needs expressed herein and offer alternative pricing proposals in addition to standard method required above. Before putting forth any alternatives, please confirm that such alternatives are permissible for Joint Insurance Funds and Public Entities operating in the State of New Jersey.

- 3) An executive summary of not more than three pages identifying and substantiating why the vendor is best qualified to provide the requested services.



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- 4) A staffing plan listing those persons who will be assigned to the engagement if the vendor is selected, including the designation of the person who would be the vendor's officer responsible for all services required under the engagement. This portion of the proposal should include the relevant resume information for the individuals who will be assigned. This information should include, at a minimum, a description of the person's relevant professional experience, years and type of experience, and number of years with the vendor.
- 5) A description of the vendor's experience in performing services of the type described in this RFP and the attached questionnaire. Specifically identify client size and specific examples of similarities with the scope of services required under this RFP and the attached questionnaire.
- 6) A description of resources of the vendor (i.e., background, location, experience, staff resources, other resources, etc.).
- 7) Describe how the vendor's use of products, programs or systems can enhance the productivity of the NJSIG's Executive Director and NJSIG staff, including their interaction with their member entities. Document any hardware devices, software or portals that may be available to NJSIG.
- 8) The location of the office, if other than the vendor's main office, at which the vendor proposes to perform services required under this RFP and the attached questionnaire. Describe your presence in New Jersey.
- 9) Provide references including the contact names, titles, and phone numbers.
- 10) In its proposal, the vendor must identify any existing or potential conflicts of interest, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement.
- 12) Answers to the attached Questionnaire (Exhibit A)

INTERVIEW

NJSIG reserves the right to interview any or all of the applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. NJSIG reserves the right to request clarifying information subsequent to submission of the proposal.

SELECTION CRITERIA AND CONTRACT

It is understood that NJSIG will be providing Software Company with confidential information in order to accomplish our mutual goal of improved claims management. Confidentiality is essential for all involved parties. It is Software Company's responsibility to inform its employees that all documents, interviews, ledgers and the like obtained through this process are confidential. Any attempt by another party to obtain these documents must be immediately communicated to NJSIG and NJSIG will determine whether the documents are subject to release. No document may be released without consent of NJSIG.



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NJSIG will select the vendor deemed most advantageous to NJSIG, price and other factors considered. The contract between NJSIG and the selected vendor(s) shall be comprised as contemplated under this RFP, any clarifications or addenda thereto, the selected vendor's proposal, and any changes negotiated by the parties.

All proposals will be reviewed to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For vendors that satisfy the minimum requirements, NJSIG will evaluate proposals based on the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

- (a) Completion and return of Exhibit(s)
- (b) The vendor's general approach to providing the services required under this RFP and the attached questionnaire.
- (c) The vendor's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP and the attached questionnaire.
- (d) The qualifications and experience of the vendor's management, supervisory or other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by this RFP and the attached questionnaire.
- (e) The overall ability of the vendor to mobilize, undertake and successfully complete the engagement within the timeline. This criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the vendor to perform the services required by this RFP; the availability and commitment to the engagement of the vendor's management, supervisory and other staff proposed; the vendor's contract management plan, including the vendor's contract organizational chart.
- (f) The vendor's ability to match NJSIG's existing reporting capabilities, at minimum.
- (g) As the members of NJSIG shall utilize the criteria set forth above in making an award pursuant to this RFP, you are urged to provide sufficient information on the above criteria in your submission.
- (h) Selection of the award shall be based solely on the NJSIG's evaluation of the submissions and the criteria. The NJSIG reserves the right to interview one or more of the most qualified respondents. The NJSIG also reserves the right to negotiate the terms and conditions of the contract to obtain the most advantageous situation for the NJSIG. The right to reject any or all submissions and to waive information required in the RFP is reserved by the NJSIG.
- (i) A screening of all responses will be conducted to determine overall responsiveness. Responses determined to be incomplete or non-responsive will be disqualified.



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- (j) The responses of each firm will be evaluated based upon the requirements of this RFP. This evaluation process will take into account all items submitted pursuant to the RFP and will not be based solely upon the fees submitted by the firm. The review will focus on the experience and expertise of the firm in providing similar services in the State of New Jersey to other governmental entities, authorities or bi-state agencies. This step of the overall evaluation may include verification of credentials and stated experience.



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EXHIBIT A



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EXHIBIT B



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The following language shall be included in all contracts with the NJSIG.

INDEMNIFICATION AND HOLD HARMLESS: SERVICE PROVIDER shall indemnify, defend and hold the GROUP, its Board of Trustees, appointed officials and member districts harmless from any and all claims or liabilities arising out of the activities of the SERVICE PROVIDER, its employees and agents in connection with all activities undertaken by the SERVICE PROVIDER, pursuant to this Agreement. It is the intention of the parties that any claim for relief of any type being asserted against the GROUP, its Board of Trustees, appointed officials and member districts, based upon any act or omission of the SERVICE PROVIDER, its affiliates and successors, shall be the responsibility of the SERVICE PROVIDER, and the SERVICE PROVIDER shall hold the GROUP harmless from same.

INSURANCE: SERVICE PROVIDER shall provide, at its own cost and expense, proof of the following minimum insurance to the GROUP:

Workers' Compensation: Statutory plus \$100,000/\$500,000/\$100,000 for employers' liability:

General Liability: \$1,000,000/\$2,000,000 CSL for bodily injury, property damage, and personal injury:

Automobile Liability: \$1,000,000 CSL covering all owned/non-owned, and hired automobiles:

Professional Liability Insurance: \$1,000,000/ \$1,000,000 aggregate:

Bond: If required by the by-laws or pursuant to NJAC 11:15-2 et seq., The SERVICE PROVIDER shall be bonded in a form and amount acceptable to the GROUP's governing body

Failure by the SERVICE PROVIDER to supply written evidence of these coverages shall result in default. It is required that, wherever possible, the GROUP be named as an "additional named insured" on any certificate of insurance. The insurance companies for the above coverages must be licensed, solvent and acceptable to the GROUP. SERVICE PROVIDER shall not take any action to cancel or materially change any of the above insurance required under this Agreement without GROUP approval. Maintenance of insurance under this section shall not relieve SERVICE PROVIDER of any liability greater than the insurance coverage.

TERMINATION: The GROUP may terminate this Agreement, at any time during the term thereof by the giving of ninety (90) days written notice, setting forth the cause or causes for termination to the SERVICE PROVIDER. The SERVICE PROVIDER shall have the opportunity for a hearing before the NJSIG Finance Committee. The NJSIG Finance Committee shall determine whether the reasons for the termination can be amicably and reasonably resolved or whether, in its sole determination, the Agreement shall be terminated. The SERVICE PROVIDER may terminate this Agreement, at any time during the term thereof, by the giving of ninety (90) days written notice. If the custodial agreement has been terminated or if 100% of the account assets in any one custody account have been withdrawn, the custodial SERVICE PROVIDER shall provide written notification, within three business days of termination or withdrawal, to the NJ Commissioner of Banking and Insurance.

OWNERSHIP OF RECORDS: All records and data of any kind relating to the GROUP shall belong to the GROUP, and shall be surrendered to the GROUP upon expiration or termination of this Agreement. At all times during the term of this Agreement and for a period of five (5) years from the date of final payment, the GROUP, its appointed officials and other designated representatives, as authorized by the GROUP, shall have access to records and files maintained by the SERVICE PROVIDER for the GROUP during normal business hours. Furthermore, such records, books, and files relating to the operation and business of the GROUP are the property of the GROUP, regardless of site stored. Information released to the SERVICE PROVIDER by the GROUP for the purpose of performing the services as outlined herein shall be used only in connection with the performance of said duties. In addition, records must be made available to the state office of comptroller upon request.

IF PAYMENTS ARE TO BE MADE BY THE NJSIG

PAYMENT: Payment shall be made in monthly installments (unless otherwise specified), provided the SERVICE PROVIDER submits a duly authorized invoice at least 20 days prior to the next regularly scheduled meeting of the GROUP's governing body. Final Payment will be withheld until the vendor's continued service is determined. If the vendor's contract will not be renewed or is terminated - final payment will not be made until all provisions of the contract have been satisfied. This payment schedule is subject to any rules and regulations promulgated by the Department of Banking & Insurance and the Department of Community Affairs.]

SPECIAL PROVISIONS RELATING TO COMPENSATION. The compensation or service fee set forth in this Agreement includes:

All administrative staff, including support staff, necessary to perform the work required of the SERVICE PROVIDER.

Use of all physical equipment, and there shall be no further charges for rent, light, heat, office equipment or similar items.



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In-house computer services including all software and hardware provided by the SERVICE PROVIDER for the GROUP's use, it being understood that the software and hardware is and shall remain the property of the SERVICE PROVIDER. All data and records which pertain to the business and activities of the GROUP shall be the property of the GROUP and upon the request of the NJSIG Finance Committee or the GROUP's Executive Director the SERVICE PROVIDER shall provide a complete and current copy of all such data and records to the NJSIG Finance Committee or the GROUP's Executive Director in either hard copy or on computer tape or disk or both as the NJSIG Finance Committee or the GROUP's Executive Director may specify providing the SERVICE PROVIDER is able to comply with the type of copy request.

Furthermore, the SERVICE PROVIDER shall take all reasonable steps necessary to safeguard data files, reports or other information from loss, destruction or erasure. Liability for cost or expense of replacing for damages resulting from the loss of such data shall be borne by the SERVICE PROVIDER unless at the time of loss, said data was in the exclusive custody of the GROUP.

INDEPENDENT CONTRACTOR STATUS: The SERVICE PROVIDER at all times shall be an independent contractor, and employees of SERVICE PROVIDER shall in no event be considered employees of the GROUP. No agency relationship between the parties, except as expressly provided for herein, shall exist either as a result of the execution of this Agreement or performance there under.

ENTIRE AGREEMENT: This instrument contains the entire Agreement of the parties hereto and may not be amended, modified, released or discharged, in whole or in part, except by an instrument in writing signed by the parties hereto.

NEW JERSEY LAW: This Agreement shall be governed by, and construed in accordance with, the laws of the State of New Jersey.

BINDING ON SUCCESSORS AND ASSIGNS: Except as otherwise provided herein, all terms, provisions and conditions of this Agreement shall be binding on and inure to the benefit of the parties hereto, their respective personal representatives, successors and assigns.

NO ASSIGNMENT: The SERVICE PROVIDER shall not assign this Agreement without the specific written consent of the GROUP.

MODIFICATION: No modification of this Agreement shall be valid or binding unless the modification shall be in writing and executed by the GROUP and the SERVICE PROVIDER.

NO WAIVER: No waiver of any term, provision or condition contained in this Agreement, nor any breach of any such term, provision or condition shall constitute a waiver of any subsequent breach of any such term, provision or condition by either party, or justify or authorize the non-observance on any other occasion of the same or any other term, provision or condition of this Agreement by either party.

PARTIAL INVALIDITY: If any term, provision or condition contained in this Agreement, or the application thereof to any person or circumstances shall, at any time, or to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which this Agreement is invalid or unenforceable, shall not be affected thereby, and each term, provision or condition contained in this Agreement shall be valid and enforced to the fullest extent permitted by the law provided, however, that no such invalidity shall in any way reduce services to be performed by the SERVICE PROVIDER to the GROUP.

CAPTIONS: The captions or paragraph headings contained in this Agreement are solely for purpose of convenience and shall not be deemed part of this Agreement for the purpose of construing the meaning thereof or for any other purpose.

PROPRIETARY INFORMATION: The SERVICE PROVIDER shall not reveal to any third party any information that the GROUP has defined as proprietary without the express written consent of the GROUP. In addition, the SERVICE PROVIDER shall promptly advise the GROUP upon being interviewed or retained by a prospective new client operating in the field of casualty insurance involving public entities or public agencies in the State of New Jersey. Failure to comply with these requirements shall represent cause for termination of this agreement, in accordance with THE TERMINATION CLAUSE of this agreement.

ELECTRONIC MAIL: The SERVICE PROVIDER agrees that it shall maintain and utilize the electronic mail systems in order to communicate with other service providers of the GROUP and to meet reporting requirements of the Executive Director. The SERVICE PROVIDER agrees that all financial and agenda reports shall be submitted in electronic formats established by the NJSIG Finance Committee via electronic mail. The SERVICE PROVIDER further agrees that all personnel working under this contract shall direct access to the SERVICE PROVIDER's electronic mail system and shall have individual electronic mail addresses.

SPECIAL PROVISION: AFFIRMATIVE ACTION:

During the performance of this contract, the contractor agrees as follows:



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The SERVICE PROVIDER, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The SERVICE PROVIDER agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The SERVICE PROVIDER, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the SERVICE PROVIDER, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The SERVICE PROVIDER, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the SERVICE PROVIDER's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The SERVICE PROVIDER where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq. as amended and supplemented from time to time and the Americans with Disabilities Act.

The SERVICE PROVIDER agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The SERVICE PROVIDER agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The SERVICE PROVIDER agrees to revise any of its testing procedures, if necessary, to assure that all personal testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the SERVICE PROVIDER agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable federal court decisions.

The SERVICE PROVIDER shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval
Certificate of Employee Information Report
Employee Information Report Form AA302

The SERVICE PROVIDER shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C.17:27.



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EXHIBIT C



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OWNERSHIP AFFIDAVIT

STATE OF _____)

:ss

COUNTY OF _____)

_____ being sworn according to law, on his/her
oath deposes and says:

1. That he/she is authorized to make this affidavit on behalf of

(Name of Firm)

2. That in compliance with Chapter 33 of Public Laws of 1977, which provides that no corporation or partnership shall be awarded any state, county, municipal or school district contract for the performance of any work or the furnishing of any materials or supplies unless prior to the receipt of the Proposal or accompanying the Proposal of said corporation or partnership there is submitted a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten percent (10%) or more of its stock of any class, or of all individual partners in the partnership who own a ten percent (10%) or greater interest therein, the following is a complete list of all stockholders in the corporation/ partnership with ten percent (10%) or greater interest therein.

<u>NAME OF BUSINESS OWNER</u>	<u>HOME ADDRESS</u>	<u>OWNERSHIP PERCENTAGE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

[Attach additional pages if necessary]

By: _____
Title: _____

Subscribed and sworn to before me this
_____ day of _____, 20__

Notary Public, State of _____ [SEAL]
My commission expires _____.



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CORPORATE DISCLOSURE CERTIFICATION

Name of Business _____

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

Partnership

Corporation

Sole Proprietorship

Limited Partnership

Limited Liability Corporation

Limited Liability Partnership

Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

(Signature)

(Type or print name of affiant)

Subscribed and sworn to before me this _____ day of _____, 20_____.

[SEAL]

Notary Public, State of

My commission expires _____.



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DATA FORM SUMMARY

YEAR _____

Firm Name: _____

Address: _____

Phone No. _____ Fax. No. _____

1.) List all parties having or deriving any interest, right or benefit in the firm.

<u>Name</u>	<u>Address</u>	<u>Interest</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2.) List all senior officers and directors who will be servicing the Fund, along with a description of professional qualifications.

<u>Name</u>	<u>Title</u>	<u>Qualifications</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby certify that the information on this disclosure is accurate and complete, and that I am an officer of the firm and am duly authorized to supply this information on behalf of the firm.

Signature: _____ Print: _____

Title: _____ Date: _____



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EXHIBIT D



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NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY

ss:

COUNTY OF _____

I _____ of the City of _____

in the County of _____ and the State of _____

Of the firm of _____

of full age, being duly sworn according to law on my oath depose and say:

1. THAT I EXECUTED THE SAID PROPOSAL WITH FULL AUTHORITY SO TO DO;
2. THAT THIS PROPOSER HAS NOT, DIRECTLY OR INDIRECTLY ENTERED INTO ANY AGREEMENT, PARTICIPATED IN ANY COLLUSION, OR OTHERWISE TAKEN ANY ACTION IN RESTRAINT OF FAIR AND OPEN COMPETITION IN CONNECTION WITH THIS ENGAGEMENT;
3. THAT ALL STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THIS AFFIDAVIT ARE TRUE AND CORRECT, AND MADE WITH FULL KNOWLEDGE THAT NJSIG RELIES UPON THE TRUTH OF THE STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THE STATEMENTS CONTAINED IN THIS AFFIDAVIT IN AWARDING THE CONTRACT FOR THE SAID ENGAGEMENT; AND
4. THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED TO SOLICIT OR SECURE THIS ENGAGEMENT AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE, EXCEPT BONA FIDE EMPLOYEES OR BONA FIDE ESTABLISHED COMMERCIAL OF SELLING AGENCIES OF THE PROPOSER. (N.J.S.A.52: 34-25).

_____(N.J.S.A. 52:34-15)

(Name of Contractor)

(Also type or print name of affiant under signature)

Subscribed and sworn to before me this

Day of _____ 20_____.

Notary Public of

My commission expires:



1-888-NJ Pool 1

New Jersey Schools Insurance Group

6000 Midlantic Drive Suite 300 North
Mount Laurel, New Jersey 08054
(609) 386-6060 • FAX (609) 386-8877
www.njsig.org

EXHIBIT E



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DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Page 1 of 2

Bid Name: _____

Bid Due Date: _____

Bidder: _____

PART 1:

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the NJ Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director of the NJ Department of Treasury finds a person or entity to be in violation of the principles which are the subject of this law, he/she shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to bid/renew:

is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, AND is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the New Jersey Schools Insurance Group under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.



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PART 2 is required to be completed if both certification boxes in PART 1 were not certified.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaged in the investment activities in Iran outlined above be completing the section below.

PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED ADDITIONAL ROOM, ADD ADDITIONAL PAGES.

Name _____ Relationship to Bidder/Offeror _____

Description of Activities _____

Duration of Engagement _____ Anticipated Cessation Date _____

PART 3: CERTIFICATION SIGNATURE:

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the **New Jersey Schools Insurance Group** is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the **New Jersey Schools Insurance Group** to notify the **New Jersey Schools Insurance Group** in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the **New Jersey Schools Insurance Group** and that the **New Jersey Schools Insurance Group** at its option may declare any contract(s) resulting from this certification void and unenforceable. Parts 1 and 3 or Parts 2 and 3 must be completed and signed to be responsive to the specifications. Failure to complete Parts 1 and 3 or parts 2 and 3 will render the bid non-responsive and the bid shall not be considered for an award.

Signature

Print Name